Saskatchewan
Labour
Occupational Health
and Safety

Safe Business is Smart Business

A Guide for Employers

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About this publication

This publication is for employers in organizations with less than ten employees. Use it to:

- protect your employees, family, and yourself from accidents and illnesses at work
- learn your basic responsibilities under Saskatchewan's *Occupational Health and Safety Act, 1993* and regulations

Remember that this publication doesn't replace the Act and regulations. You still need to refer to the legislation to find out exactly what requirements apply to your business. To order a copy, contact:

The Office of the Queen's Printer
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REGINA SK S4P 3V7

Telephone: (306) 787-6894
Toll free in Sask.: 1-800-226-7302
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Website: www.qp.justice.gov.sk.ca

We won't spend much time on committees, representatives, or occupational health and safety programs here:

- **If you need an occupational health committee** – If you have ten or more workers, you must set up a committee. Read the *Occupational Health Committee Manual* for more information. You can get this publication free from the Occupational Health and Safety Division of Saskatchewan Labour in Regina or Saskatoon.
- **If you need a worker occupational health and safety representative** – If you have from five to nine workers and run a business listed in Table 7 of the Appendix to the regulations, you must designate a representative. Read the *Occupational Health and Safety Representatives' Guide* for more information. You can get this publication from the Division.
- **If you need an occupational health and safety program** – Workplaces with ten or more workers listed in Table 7 of the Appendix to *The Occupational Health and Safety Regulations, 1996* must have an occupational health and safety program. If you must implement a program, read *Elements of an Occupational Health and Safety Program,* and *Setting Up An Occupational Health and Safety Program: A Guide*. The Division provides both publications. For more information about programs, read *The Occupational Health and Safety Act, 1993*, Part III; and *The Occupational Health and Safety Regulations, 1996*, Part IV, and section 22.

Introduction

Every year many people in businesses in Saskatchewan are hurt by:

- lifting
- repeated motions
- falling objects
- falling from a ladder or chair
- slipping on a slippery surface or tripping on a rough one
- falling on stairs
- assaults

Most Saskatchewan people work in businesses with less than ten employees. Many of these businesses are owned and operated by families. This sector is the engine of our economy.

Keeping your business healthy and safe is important. It lets you concentrate on making your business develop and grow. That is one of the many good reasons why safe business is smart business.

As an employer, you know that people (including family members who work in your business) are your number one resource. You care about what happens to them.

Workplace accidents and illnesses can threaten the very survival of your business. For example, consider the financial harm of having to replace or repair damaged property, train temporary workers, and make up lost production. As well, if you contravene health and safety legislation, you may receive serious financial penalties.

Let this publication show you how to provide your workers, your family, and yourself with a healthy and safe workplace. Use this ten point plan to help you do it:

1. Demonstrate commitment.
2. Control hazards.
3. Prepare for emergencies.
4. Assign responsibilities.
5. Inspect your workplace.
6. Control chemical and biological substances.
7. Train supervisors and workers.
8. Investigate incidents.
9. Involve your workers.
10. Make your health and safety system better.

Adapt these ten points to suit your needs.[1]

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[1] These ten points are compatible with health and safety program requirements set out under *The Occupational Health and Safety Act, 1993*, Part III; and Part IV and section 22 of *The Occupational Health and Safety Regulations, 1996*.

1. Demonstrate commitment

Checklist

Is your policy:

- ✓ Understood by workers and others who may be affected?
- ✓ Clear about who is responsible and accountable for each part of the policy?
- ✓ Followed in all work activities and areas?

You need a simple, concrete way of showing your workers that you care about their health and safety. Many employers do this by writing a policy and then "walking the walk." Your policy doesn't have to be fancy. One or two handwritten pages will do. Post your policy where workers will see it.

Your occupational health and safety policy tells workers about your commitment to their health and safety. Design it with input from your workers. State:

- your health and safety philosophy
- your commitment to prevent accidents and occupational illnesses
- 'who is responsible for what'
- how you will make your health and safety system work

Regularly talk about the policy with your employees. Tell new hires about it during orientation. If appropriate, inform your suppliers, subcontractors, and clients. Keep your policy up-to-date and make sure everyone gives it the same attention as sales and customer service. Sign it yourself and have your senior supervisor sign it.

Set an example and be prepared to back up your policy.

Due diligence

The legislation can't cover everything that can happen on the job. Sometimes you must take measures to protect your workers and service providers that go beyond the legislation. This is what is meant by *due diligence*.

What you must do to provide a healthy and safe workplace depends on the circumstances, the risks, the opportunities for control, and so forth. The Act requires you to think, be engaged, be creative, to plan ahead, and to do everything *reasonably practicable* to prevent accidents.[1]

Due diligence means that a person has a legal duty to take every precaution reasonable in the circumstances to avoid both doing harm and committing an offence against the law.

Due diligence describes a very high standard to take reasonable care. In the context of the Act and regulations, it is reflected in the following principles:

1. **General duties** – The Act imposes a duty on everyone in the workplace to take reasonable care of their health and safety and that of others, to the degree that they have the knowledge, authority, and ability to do so. This general duty is in addition to, and goes far beyond, merely complying with the law.
2. **Regulatory compliance** – If you are charged with contravening the legislation, you cannot successfully defend yourself by saying that you *did not intend to break the law* or *did not mean to fail to comply*. To defend yourself adequately you must be able to show that you took every reasonably practicable action to comply.
3. **Reasonably practicable** – You must show that you took every possible precaution, unless you can show that the benefits of taking the precaution are greatly exceeded by the cost in time, trouble, and money. The greater the risk, the greater the health and safety measures required.
4. **Proactive** – Due diligence requires you to take a proactive and systematic approach to health and safety. This standard can best be met within a workplace by establishing and implementing a health and safety program that:
    - identifies hazards
    - assesses the risks associated with those hazards
    - implements measures to eliminate or minimize those risks
    - monitors each part of the program to ensure that it is adequate and effective

Employers must develop and implement this plan in consultation with their workers. Workers must comply with the program to the extent that they have the knowledge, authority, and ability to do so.

[1] Under section 2(1)(y) of the Act, **"Practicable"** means possible given current knowledge, technology and invention. Under section 2(1)(aa) of the Act, **"Reasonably practicable"** means practicable unless the person on whom a duty is placed can show that there is a gross disproportion between the benefit of the duty and the cost, in time, trouble and money, of the measures to secure the duty.

2. Control hazards

Checklist

- ✓ Have you identified the hazards associated with each task that your workers perform?
- ✓ Have you specified how to do jobs and tasks safely?
- ✓ Have you developed safe work procedures?
- ✓ Have you developed a way of informing workers about hazards, their risks, and hazard controls?
- ✓ Have you assigned responsibilities to specific people for health and safety?
- ✓ Have you developed a system to identify and deal with emergencies?

For more about hazards, see page 20 in the Occupational Health and Safety Division's publication, Setting Up An Occupational Health and Safety Program: A Guide.

A hazard is anything that could hurt you or your workers. There are two types: (1) safety hazards; and (2) health hazards. Safety hazards include anything that can cause a physical injury, such as a tripping hazard, sharp objects, and so forth. Health hazards usually cause illnesses and include:

- chemical and biological hazards
- physical agents (such as noise)
- work design (ergonomic) hazards, such as jobs requiring repetitive motions
- stressors – such as harassment, violence, health problems from shift work, and the dangers of working alone or at isolated worksites

You can prevent most accidents and injuries if you set up a system to:

1. **Identify** known and possible workplace hazards. Encourage workers to tell you about hazards and concerns. Set up a procedure stating how each worker should report an unsafe condition that he or she does not have the authority to correct.
2. **Assess** the risks of each hazard harming your workers.
3. **Implement** measures to eliminate each hazard or use engineering controls to contain it. If you can't eliminate or contain a hazard, you can still control it by doing things like:
   - **changing the design** – For example, store stock at lower heights so workers don't have to climb ladders to retrieve it.
   - **provide training** – Have only trained and experienced workers use dangerous equipment or perform dangerous tasks.
   - **change work procedures** – For example, have workers use lifting equipment, rather than manual lifts, so they will be less likely to hurt their backs.
   - **use personal protective equipment** – Make sure workers use equipment guards, safety devices, and personal protective equipment.

Your workers will likely be familiar with many workplace hazards and risks. Take advantage of this by having your supervisors and experienced workers take the lead in identifying, assessing, and controlling hazards. Assign responsibilities to specific supervisors and workers.

Workplace harassment, shift work, and violence

Workplace harassment – Harassment can injure a victim mentally and financially. It can also make your business less productive. Workplace *harassment* is defined in section 2(1)(l) of *The Occupational Health and Safety Act. 1993*. Section 3 of the Act requires you to ensure that your workers are not harassed. Section 36 of the regulations requires you to implement a policy to protect your workers. The regulation lists what must be in the policy statement. Develop a policy with your workers. Post a copy of your policy statement where they will see it.

To assess the risk of harassment, you and your workers can:

- check to see that your harassment policy is in place and working properly
- check for signs that the policy is not taken seriously
- ask workers to discuss their complaints and concerns

Shift work – Shift workers have irregular patterns of eating, sleeping, working, and socializing that can cause health and social problems. Shift work can also reduce performance and attentiveness. In turn, this may increase the risk of accidents and illnesses. Experience suggests that employees in convenience stores and other workplaces that are open 24 hours a day are more likely to encounter violent situations when working alone.

You and your workers can cooperatively identify and control these hazards. Cooperation is essential. Regulation 82 deals with stress caused by shift work. It requires you to work with your employees to:

(a) assess the risks to their health and safety posed by shift work; and

(b) inform them about the nature and extent of the risks and how to eliminate or reduce those risks.

Use the Division's publication *Managing Shift Work* as a guide.

Violence – Your workers need to know how to handle potentially violent situations that could happen in your business. For example, your staff may have to deal with shoplifters, robbers, or people under the influence of drugs or alcohol. Section 14 of the Act sets out your responsibilities for developing and implementing a violence prevention policy with your workers.

Regulation 37:

- defines what is meant by *violence* within the legislation
- lists places of employment that must develop a violence policy statement and implement a violence prevention program
- describes what must be included in a policy statement

Use the Division's publications *A Guide to Developing A Violence Policy Statement* and *A Sample Policy on Workplace Violence* to help you.

3. Prepare for emergencies

Checklist

- ✓ Have you identified situations that could produce emergencies?
- ✓ Have you identified people and resources you need to deal with them?
- ✓ Have you developed a written fire safety plan and a plan to deal with chemical spills (if you need one)?
- ✓ Have you identified emergency training requirements?

First aid

You must provide the level of first aid preparedness required by Part V of the regulations. This may involve providing first aid training and having certain first aid supplies at your workplace. What you need depends on:

- the number of workers at the place of employment at any time
- how hazardous the work performed is
- the distance to a medical facility

See Part V of the regulations for a complete description of first aid requirements. Read the Division publication *First Aid in Saskatchewan Workplaces* for more information.

We suggest that you develop a short, written emergency plan and provide copies to everyone who might have to deal with an emergency. This will prevent confusion over 'who does what' if an emergency really happens. To develop your plan:

1. Identify the people and resources you need to deal with emergencies where your workers work.
2. List possible emergencies.
3. Consider the possible major consequences of each potential emergency where your workers work. Think about what could go wrong at remote work sites.
4. Determine the best response to each emergency (rescue, evacuation, decontamination, fire fighting, and so forth).
5. Make a list of resources required to respond to each emergency, such as first aid and medical supplies, rescue equipment, emergency response training, and the telephone numbers of outside emergency resources.

Figure out how you will deal with fires, explosions, major releases of hazardous agents, and other possible emergencies. Decide:

1. What will activate your emergency response plans, such as declaring an emergency, evacuating workers, calling emergency personnel, initiating rescues, and tending to casualties?
2. Who will carry out each part of your emergency plans? State everyone's duties and responsibilities, and identify the training they need to do the job.
3. What resources are required? These resources include the personnel and equipment needed to deal with each emergency. Consider the location of your business, existing resources, and the nature of each emergency.
4. What fire safety plan is needed? See regulation 360 for more information.
5. What emergency procedures will you need to deal with an accumulation, spill, or leak of hazardous chemical or biological substances? See regulation 310 for more information.

Protecting young workers

Young workers, ages 15 to 24, are more likely to be hurt at work than more experienced workers. Many young workers are hurt in their first year of employment. You can reduce the risks to new workers by providing them with a good orientation and showing them how to use safe work procedures.

1. Tell young workers about:
    - anything that could affect their health and safety in your business
    - their rights and responsibilities under the legislation
    - how they will be involved in health and safety (identify the occupational health committee's members or the worker health and safety representative)
    - workplace requirements, including any health and safety procedures, plans, policies, and programs
2. Train them on:
    - safe work procedures, including the use and limitations of any personal protective equipment (PPE) they must use
    - what to do if there is a fire or other emergency
    - what to do, who to see, and where to go if they need first aid
    - any prohibited or restricted areas, tools, equipment, and machinery
    - what hazards exist in the workplace and in their jobs
    - how to protect themselves from those hazards
    - what to do and who to see if they have a health and safety concern
3. Make sure they:
    - have a competent supervisor who will give them more supervision than experienced workers until they can work safely
    - follow your requirements (such as work rules and safe work procedures)
    - comply with the legislation
    - ask when in doubt

4. Assign responsibilities

Checklist

- ✓ Does everyone know their responsibilities?
- ✓ Do you hold each of your employees accountable?

Remember that the law holds everyone responsible for health and safety. The greater the authority, the greater the responsibility. As the employer, you have the greatest responsibility of all. Assign responsibility (and accountability) for health and safety to specific supervisors and workers just as you assign other responsibilities. Build health and safety into every job.

State 'who is responsible for what' actions as clearly and as specifically as you can. For example, identify who is authorized to order safety equipment, require machine maintenance, or mobilize resources to ensure that a task is done safely. Check to see that each person is carrying out his or her responsibilities properly. Commend good performance and correct problems.

Make sure your supervisors know their health and safety responsibilities. Hold them accountable for their health and safety performance in the same way you hold them accountable for their work in other areas.

In order to carry out their responsibilities, your managers, supervisors, and workers must have the necessary:

- knowledge of their responsibilities
- authority
- time, resources, skill, training, and experience

Let workers know you are concerned about their health and safety by taking the lead in resolving health and safety concerns. Set a good example by doing things like:

- talking about health and safety at meetings and in conversations with supervisors and workers
- immediately investigating accidents, near-accidents, and refusals to work
- promptly correcting problems and telling workers what you've done
- providing supervisors and workers with feedback on their health and safety performance

Protecting workers working alone

To "work alone" means to work at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available in case of injury, ill health, or emergency.

As the employer, you must consult your employees to identify and reduce the risks of working alone. Here is what to do:

- set up an effective communication system consisting of:
  - radio communication;
  - phone or cellular phone communication; or,
  - any other means that provides effective communication given the risks involved; and,
- include as many of the following procedures as is appropriate:
  - regularly contacting the worker who is working alone or working at an isolated place of employment;
  - limiting or prohibiting specific activities;
  - establishing minimum training or experience requirements, or other standards of competency;
  - providing personal protective equipment;
  - establishing safe work practices or procedures; and,
  - providing emergency supplies for the worker to use when travelling in cold or inclement weather.

See regulation 35 for more information.

5. Inspect your workplace

Checklist

- ✓ Have you told your workers what will be inspected, (work areas, equipment, tools, procedures, practices, and so forth), by whom, and how frequently?
- ✓ Do you regularly inspect work procedures and production processes?
- ✓ Have you told your employees what inspection records must be produced to ensure accountability?
- ✓ Do you have a system for promptly correcting defects found during each inspection?
- ✓ Do you know what training is required for your inspectors?

Inspections can be your key to safety because inspections can identify and fix problems before they hurt someone. Inspections also encourage good health and safety practices. There are two types – informal inspections and planned inspections.

1. **Informal inspections** – These really boil down to constantly watching for health and safety hazards, checking to see that hazard controls are working, and making sure everyone is using safe work practices.

2. **Planned inspections** – These are planned, regularly scheduled, 'walk throughs' or examinations of:

   - a workplace
   - selected work areas
   - particular hazards, machinery, tools, equipment and work practices

   Formal inspections are regularly scheduled and usually based on checklists and other forms.

We suggest that you inspect your business once each month. If you can't inspect your business yourself, ask an experienced supervisor and a worker to do it together. After the inspection, meet with them and decide how to correct any hazards that they found.

6. Control chemical and biological substances

Checklist

- ✓ Have you prepared an inventory of chemical and biological substances?
- ✓ Do you have a material safety data sheet (MSDS) control system?
- ✓ Are MSDSs readily available to employees?
- ✓ Are records of worker training kept?
- ✓ If required, do you keep a plan to control infectious substances?

If you have hazardous chemical or biological substances in the workplace, you need to control them. Here is how to do it:

1. Maintain an inventory of chemical and biological substances that may harm your workers when handled, used, stored, produced, or disposed of at your business.
2. Obtain hazard information on these substances. Use this information for worker training, to develop work procedures, and to conduct workplace monitoring and inspections.
3. Reduce workplace contamination and prevent exposure to any extent that could be harmful.
4. Develop and implement safe work procedures and processes.
5. Train workers about hazards. Show them how to use required work procedures and processes.
6. Assign responsibilities to those who order, purchase, and receive chemical and biological substances to ensure that adequate hazard information is obtained. A centralized or structured hazardous product ordering system (MSDS control system) may help to do this.

Read parts XXI and XXII of the regulations for more information.

Infection hazards – Where there is an infection hazard, you must examine the risk of infection and prepare an infection control plan. See regulation 85 for more information.

WHMIS

WHMIS stands for "Workplace Hazardous Materials Information System." WHMIS is a national system designed to reduce the risk from hazardous products in the workplace. It is governed by both federal and provincial laws. Federal law (*The Hazardous Products Act* and *The Controlled Products Regulations*) requires suppliers to provide labels and material safety data sheets (MSDSs) with products controlled under WHMIS (substances that meet hazard criteria described in these regulations) they sell to workplaces.

In Saskatchewan, WHMIS requirements (Part XXII of *The Occupational Health and Safety Regulations, 1996*) place the responsibility on employers to ensure the health and safety of their workers who may be exposed to WHMIS controlled products. Employers must ensure their workers know about the hazards of controlled products by providing training, labelling products, and making MSDSs readily available.

The Occupational Health and Safety Division publication, *How To Determine What is a Controlled Product* helps employers and workers recognize controlled products. Products that burn readily, explode, produce toxic reactions, allergies, infectious diseases, or dangerous reactions are likely to be controlled products. Check the labels and MSDSs for hazard warnings.

See the Saskatchewan Labour Website at: www.labour.gov.sk.ca/safety/fast/WHMIS for more information about setting up and maintaining a WHMIS program.

Developing your supervisors

You need good supervisors just as much as you need good workers. Helping your supervisors to develop and grow makes good sense.

1. Train your supervisors on:
    - their rights and responsibilities under the legislation, including regulations applying to their work and the jobs of the workers they supervise
    - workplace requirements, including any health and safety procedures, plans, policies, (such as harassment policies), and programs
    - the safe use, transport, storage, production, and disposal of any hazardous chemical or biological substance in the workplace
    - the need for, safe use, and limitations of any required personal protective equipment (PPE)
    - fire and emergency procedures
    - how to deal with the concerns of workers
    - how to handle refusals to work under section 23 of the Act
    - anything else they need to do their jobs effectively and safely
2. Make sure they:
    - follow your requirements (such as work rules and safe work procedures)
    - comply with the legislation (set an example for their workers)
    - ensure their workers know about and comply with the legislation and your workplace requirements

7. Train supervisors and workers

Checklist

- ✓ Do you keep records of orientation?
- ✓ Do you keep records of training required by the regulations (such as training required for forklift operators, and so forth)?
- ✓ Do you keep records of crew talks?
- ✓ Do you clearly assign responsibilities for training?
- ✓ Do you keep records of training provided to the representative or occupational health committee co-chairs?

Orientation and training help make occupational health and safety work. Decide what orientation and training you'll provide your employees and when. For example, supervisors need to know what you expect of them and what their legal responsibilities are. (The Division has a course for supervisors to help you.) New workers need basic information about the workplace's health and safety system, hazards, and safe work procedures.

Start new or transferred workers off with a good orientation. Cover everything relevant to their health and safety, including:

- precautions required to protect workers from hazards
- health and safety procedures, plans, policies, and programs applying to the workplace
- how to report unsafe conditions that the worker does not have the authority to correct
- emergency procedures
- first aid facilities
- restricted areas and machinery

Train everyone affected by the introduction of new equipment, processes, or procedures, or by unacceptable health and safety performance. Understand those sections of the Act and regulations dealing with worker training requirements for your workplace.

What to include in your training

- education about workplace hazards and training on safe work practices and procedures
- specific matters in the regulations applying to the worker's work, such as safe lifting procedures, WHMIS, or the use of personal protective equipment (PPE), such as respirators
- health and safety plans, policies, and programs required by the regulations. Examples include harassment and violence policies, and plans for handling infectious material.
- legislation applying to the worker's job. This includes information about each worker's rights and responsibilities under the Act, information that the legislation requires you to provide, and so forth. See section 9 of the Act and regulations 15, 16, 18, and 19 for more information.

8. Investigate incidents

Checklist

- ✓ Have you assigned responsibilities for conducting investigations?
- ✓ Do you have procedures for conducting investigations?
- ✓ Do you keep accident investigation reports?
- ✓ Do you keep records of corrective action and follow-up measures taken to ensure the action is effective?

See the *Occupational Health Committee Manual* for more information.

Investigating things that go wrong can prevent similar problems in the future. That is why the law requires you to investigate:

- accidents that cause the death of a worker
- any accident that requires a worker to be admitted to hospital as an in-patient for 24 hours or more
- dangerous occurrences that could cause a worker's death or serious injury

Also investigate incidents that do not require hospitalization, such as:

- near-accidents
- injuries and illnesses
- unsafe conditions and concerns
- work refusals under section 23 of the Act

Concerns – Deal with workers' concerns as soon as possible to protect the health and safety of workers. This may prevent concerns from becoming refusals to work.

Refusals – Each worker has a *right to refuse* work (Act, section 23) that the worker has reasonable grounds to believe is *unusually dangerous*. Talk to your workers and supervisors about refusals. Cover:

1. Who should be notified about a refusal.
2. How the refusing worker will be informed about his or her rights and duties.
3. How the occupational health committee will investigate a refusal. If there is no committee, contact the Occupational Health and Safety Division of Saskatchewan Labour if a refusal can't be resolved.
4. How workers who might be asked to take over the duties of the refusing worker will be informed of their rights and duties.
5. Who will take corrective action and follow-up.

Conducting an investigation

To investigate an accident, near-accident, or refusal you need to:

1. Find out what caused the incident (immediate events leading up to the incident).
2. Find out what contributed to the incident (such as unsafe activities and conditions).
3. Find out what root causes set the stage (such as defective safety policies, procedures, or attitudes).
4. Find ways to prevent a similar incident.

Don't let evidence be disturbed. If necessary, take photographs of the incident scene or make drawings. Interview anyone who saw the incident or was involved. Use the W5 method; ask:

- WHO was involved?
- WHERE did the incident happen?
- WHEN did it happen?
- WHAT were the immediate causes?
- WHY did the incident occur (root cause)?
- HOW can a similar incident be prevented?

Factors to think about might include:

- inadequate planning, training, orientation, or supervision
- poorly designed work areas or job procedures
- inadequate, defective, or obsolete tools, machinery, and equipment
- unusual circumstances (such as an emergency that requires workers to perform jobs they normally don't do)
- rarely performed jobs

9. Involve your workers

Checklist

- ✓ Do you hold regular (for example, monthly) meetings with your workers to talk about health and safety?
- ✓ Do you discuss inspection and accident reports at your meetings?
- ✓ Do you discuss new work procedures, equipment, and other safety issues?
- ✓ Do you talk about workers' concerns at meetings and during everyday contacts?
- ✓ Do you keep a record of meetings with workers and track progress on unresolved concerns?

If your workers understand that their input is valued, they are more likely to support your program. You can involve your workers by:

- setting up an occupational health committee if your workplace has ten or more workers
- designating a worker occupational health and safety representative if you run a high-hazard business listed in Table 7 of the Appendix to the regulations and have from five to nine workers
- regularly consulting your workers where a committee or representative is not required

You don't need to have both a committee and a representative.[2]

Sample health and safety meeting agenda

#	Item	Examples of what to discuss or do
1.	Accidents, incidents, and concerns	• Discuss accidents, incidents, and concerns since the last meeting.
2.	Results of monthly inspection	• Discuss what was found on the last inspection. • Assign duties for controlling hazards and resolving concerns.
3.	Education and training	• Discuss how new work procedures, practices, and health and safety policies are being implemented.
4.	Other concerns	• Encourage workers and supervisors to discuss concerns and how to fix them. • Assign responsibilities for correcting problems.
5.	Next meeting	• Ask workers and supervisors to suggest items for the agenda. • Set the date for the next meeting. • Remind everyone that health and safety is a top priority.

[2] If you have a committee, read the *Occupational Health Committee Manual*. If you have a representative, read the *Occupational Health and Safety Representatives' Guide*. Both booklets are available from the Division at no charge.

10. Make your health and safety system better

Checklist

✓ Do you have an effective way to evaluate and revise your health and safety system?

Review your health and safety system regularly, (at least every 3 years), just as you review other business activities. Ask your workers to suggest improvements and help you detect and fix problems.

New technologies and/or problems may require you to revise worker training, change supervisory practices, reassign responsibilities, or conduct inspections differently. Identify defects through inspections, systematic audits, and investigations.

Booklet summary

Item	What to do	Legislation
1. Demonstrate commitment	✓ Write a short, one or two page policy. ✓ Post it where your workers will see it. ✓ Make sure your workers know what it means. ✓ Keep your policy alive. ✓ Walk the talk – set an example.	
2. Control hazards	✓ Identify any hazard that could hurt your workers. ✓ Assess the risk of harm from each hazard. ✓ Eliminate or control each hazard. ✓ Specify how to do jobs safely. ✓ Develop safe work procedures. ✓ Tell workers about the hazards at work and train them to use safe work procedures.	• Act, Part II • Regulations, Part III
3. Prepare for emergencies	✓ Identify potential emergencies. ✓ Identify people and resources you need to handle them. ✓ Develop a fire escape plan. ✓ Develop a plan to deal with spills, and so forth, of chemical and biological substances, if you need one. ✓ Assign responsibilities. ✓ Train your workers to carry out their duties.	• Act, Part II • Regulations, Part III • Regulation 360 • Regulation 310
4. Assign responsibilities	✓ Assign specific responsibilities for health and safety to individuals and hold them accountable. ✓ Provide your people with the training, time, money, and other resources they need. ✓ Set an example.	• See Part I of the regulations, section 2(1)(ddd) for the definition of 'supervisor'
5. Inspect your workplace	✓ Have your supervisors conduct inspections of their work areas every day. Ask them to monitor hazards, hazard controls, work practices, production processes, and so forth. ✓ Plan and conduct regular inspections of the workplace. ✓ Train your people how to conduct the inspections they are responsible for. ✓ Have your people keep inspection records. ✓ Promptly correct defects found on inspections.	• Regulation 23 • Regulation 28 • Regulation 46

Item	What to do	Legislation
6. Control chemical and biological substances	✓ Prepare an inventory of chemical and biological substances. ✓ Develop a control system for material safety data sheets (MSDSs). ✓ Reduce contamination and prevent exposure to any extent that could be harmful. ✓ Collect hazard information about the chemical and biological substances at your workplace. ✓ Use this information for worker training on safe work practices. ✓ Keep training records. ✓ Assign responsibilities for ordering, purchasing, and receiving chemical and biological substances.	• Parts XXI, XXIII and section 85 of the regulations
7. Train supervisors and workers	✓ Assign responsibilities for training and orientating new and inexperienced workers. ✓ Train workers in safe work procedures and anything else they need to know. ✓ Train supervisors in their responsibilities. ✓ Keep records of orientation and training.	• Regulations 2(1) (ddd) and (eee) [definitions of 'supervisor' and 'train'] • Act, section 9 • Regulations 17, 18, and 19
8. Investigate accidents	✓ Assign responsibilities for investigations. ✓ Inform the Division about reportable accidents and dangerous occurrences. ✓ Develop investigation procedures. ✓ Train investigators. ✓ Investigate accidents, near accidents, and concerns. ✓ Correct the root causes promptly. ✓ Keep reports and records.	• Regulations 8, 9, and 29
9. Involve your workers	✓ Set up a committee if you have ten or more workers. ✓ Designate a representative if you have from five to nine workers and run a business listed in Table 7 of the Appendix to the regulations. ✓ Hold regular health and safety meetings (for example, each month) with your workers, even if you don't need a committee or a representative. These meetings are very useful in identifying and correcting the concerns of workers.	• Act, Part III • Regulations, Part IV
10. Make your health and safety system better	✓ Involve your workers in improving your health and safety system. ✓ Review your health and safety system regularly (at least once every three years). ✓ Review your health and safety system as things change.	

Appendix: legislation

Saskatchewan passed the first occupational health and safety act in 1972 to deal with the human and economic costs of workplace accidents and illnesses. We set the standard for the country. Our legislation is still one of the most progressive.

Workers, employers, and government developed the legislation cooperatively. The Act and regulations take a common-sense approach. Our Act and regulations are essentially safety management principles and safe work practices. Bitter "real world" experience shows us that people get hurt when these principles and practices aren't used. Knowing and following the legislation helps you to protect your workers and stay competitive.

How to use the tables of contents, index and section headings

The Occupational Health and Safety Act, 1993 and *The Occupational Health and Safety Regulations, 1996* are printed together in an *office consolidation* available from the Queen's Printer in Regina. A coloured page separates the Act from the regulations. Since the Act and regulations were originally separate publications, both begin with a "page 1".

Both the Act and regulations have a **table of contents**. In the Act, a "bird's eye view" of the table of contents is placed first. A more detailed table of contents follows. The table of contents for the regulations lists the regulations in sequence. Use each table of contents to find general topics. The **index** applies to the regulations only and does not reference sections of the Act. Use the index to find specific regulations.

Both the **tables of contents** and the **index** are organized by **section number** and not by **page number**. For example, *General Duties of Employers* in the Act will be found under section 3 and not on page 3. **Section** headings in the body of the legislation match the titles in the tables of contents and index.

The appendix to the regulations (page 224) lists items referenced, but not included in the Act and regulations. For example, Table 7 lists workplaces requiring representatives.

How to use the *Preliminary Matters* sections to find definitions

The *Preliminary Matters* sections in both the Act and regulations contain the definitions of terms, such as *discriminatory action* [Act, section 2(1)(g)] and *plant* [Act, section 2(1)(x)]. Some parts of the regulations contain *Interpretation* sections that define the important technical terms used there. For an example, see *Part XX Diving Operations*.

How to use the appendix to find reference lists and tables

The appendix contains technical information referenced, but not included in the regulations. For an example, see *Part V First Aid* and Tables 1-4 and 8-12 in the appendix to the regulations.

Responsibilities under the legislation

The Act and regulations assign duties for hazard control to those people who are directly responsible for the organization and design of work, and the manner and conditions under which work is performed. Simply put, employers, supervisors, and workers all have responsibilities for the:

- identification of hazards
- analysis of the risks posed by those hazards
- communication of information throughout the workplace about the risks
- control of those risks

The employer's responsibilities are the greatest and cover all areas of health and safety in the organization. Usually, managers are responsible for the health and safety of all employees who report to them. Supervisors are responsible for the health and safety of their workers in all areas where they work. Workers are responsible for protecting their health and safety and helping supervisors ensure the safety of their work areas, tools, equipment, and machinery. Others with direct responsibilities include:

- self-employed persons (including consultants)
- contractors (someone who directs the activities of one or more self-employed persons or employers)
- owners
- suppliers

Examples of the duties of employers, supervisors, and workers		
Employers	Supervisors	Workers
• providing a safe and healthy workplace • establishing a committee or designating a representative as needed and ensuring the committee or representative is effective • consulting and cooperating with the committee or representative • providing the information and training needed to protect the health and safety of workers • ensuring that committee members or the representative receive training in their duties • ensuring that supervisors are competent and provide competent supervision • arranging for the regular examination of the workplace, tools, and equipment to ensure safety • ensuring tools, machinery and equipment are properly maintained • ensuring workers are not exposed to harassment • enabling the committee or representative to inspect the workplace regularly • correcting unsafe conditions and activities reported by the committee or representative • ensuring that the committee or representative investigates reportable accidents and dangerous occurrences • knowing and complying with health and safety requirements	Supervisors are 'workers' and bear all of the health and safety rights and responsibilities assigned to workers. However, they are also agents of the employer and are often assigned significant responsibility for carrying out the employer's duties under the legislation. Supervisors have specific duties under the regulations for: • ensuring that workers under their direction know and comply with health and safety requirements • ensuring that workers under their direction receive adequate supervision • ensuring that workers know and follow health and safety requirements • cooperating with the committee or representative • knowing and complying with health and safety requirements	• taking reasonable care to protect their health and safety and that of other workers • cooperating with employers, supervisors, committee members, and representatives • using safe work procedures, safeguards, and personal protective equipment • correcting hazards within the worker's authority and competence • reporting hazards that the worker cannot correct to the employer immediately • refraining from harassment • participating in training and health and safety meetings • knowing and complying with health and safety requirements

Your workers' basic rights under the legislation

Saskatchewan was the first to set out three basic rights for every worker:

- **the right to know** about the hazards in the workplace, how to identify them, and how to protect themselves
- **the right to participate** in making occupational health and safety decisions through consultation with committees, representatives, and other workers
- **the right to refuse** work believed by the refusing worker to be *unusually dangerous*

The Act prohibits employers from acting against a worker for fulfilling responsibilities or exercising rights under the legislation. This protection encourages workers to help you provide a safe and healthy workplace.

Legislation applying to most workplaces

Become familiar with any sections that apply to you. Use them to develop your health and safety system, produce inspection checklists, and so forth.

The Occupational Health and Safety Act, 1993

1. Part I: Preliminary Matters
2. Part II: Duties
3. Part III: Occupational Health Committees and Occupational Health and Safety Representatives
4. Part IV: Right to Refuse Dangerous Work; Discriminatory Action
5. Part VIII: Appeals (how to appeal a decision of an occupational health officer)
6. Part IX: Offences and Penalties

The Occupational Health and Safety Regulations, 1996

1. Part I: Preliminary Matters
2. Part II: Notice Requirements
3. Part III: General Duties
4. Part IV: Committees and Representatives
5. Part V: First Aid
6. Part VI: General Health Requirements
7. Part VII: Personal Protective Equipment
8. Part VIII: Noise and Hearing Conservation
9. Part X: Machine Safety
10. Part XI: Powered Mobile Equipment
11. Part XII: Scaffolds, Aerial Devices, Elevating Work Platforms and Temporary Supporting Structures
12. Part XIII: Hoists, Cranes and Lifting Devices
13. Part XIV: Rigging
14. Part XVI: Entrances, Exits and Ladders
15. Part XVII: Excavations, Trenches, Tunnels and Excavated Shafts
16. Part XVIII: Confined Space Entry
17. Part XXI: Chemical and Biological Substances
18. Part XXII: Controlled Products – Workplace Hazardous Materials Information System
19. Part XXV: Fire and Explosion Hazards

Key requirements you should know

(This is a partial list. See the legislation for the specific requirements for your business.)

What to do	Summary	Legislation
1. Prevent harassment.	Develop a policy to prevent harassment. Post a copy in the workplace. Make sure your workers understand the policy and follow it.	Act, Part II; section 3(c) and regulation 36
2. Inform workers about hazards at your workplace and their rights under the legislation.	Tell workers about workplace hazards and how to prevent harm. Make a copy of the Act, regulations, and standards set out by the regulations readily available to your workers. Post health and safety information provided by the OH&S Division. Provide a bulletin board for your committee to use. Tell workers about their rights and responsibilities under the legislation. Educate them about any regulations applying to their work. See that supervisors and workers comply with the legislation.	Act, Part II; section 9(2) and regulations 15 and 18
3. Develop a violence policy if your workplace requires one.	Develop and implement a violence policy.	Act, Part II; section 14(1) and regulation 37
4. Involve your workers in health and safety.	Set up an occupational health committee if your workplace has ten or more workers. Designate a worker occupational health and safety representative if your workplace has from five to nine workers and is listed in Table 7 of the Appendix to the regulations. Consult your workers about health and safety issues if you don't require a committee or a representative.	Act, Part III; and Part IV of the regulations Table 7 of the Appendix to the regulations
5. Provide your committee or representative with the time they need to carry out necessary activities.	Provide paid work time to allow the committee or representative to participate in the development of health and safety measures, investigate concerns, and carry out other duties. Allow the committee or representative to discuss health and safety issues and regulatory requirements with workers. Ensure that your committee or representative has access to any logbook or other records required by the legislation.	Regulation 48 Part IV of the regulations
6. Provide competent supervision.	Train your supervisors about their rights and responsibilities under the legislation, including regulations applying to their work and the jobs of the workers they supervise. Make sure they follow your requirements (such as work rules and safe work procedures); comply with the legislation (encourage supervisors to set an example); and ensure their workers know about and comply with the legislation and your workplace requirements. See page 14 for more information.	Regulation 17 See Part I of the regulations, section 2(1)(ddd) for the definition of 'supervisor'
7. Provide general training. Orientate and train your workers.	Train new hires and inexperienced workers in all matters necessary to protect their health and safety. Include everything listed in the regulation in your training. See page 15 for more information.	Regulation 19.
8. Train workers to protect themselves from job hazards and carry out specific precautions required by the regs. Examples: • WHMIS	Provide training required by any programs, policies, procedures, and schedules required for your business. Train workers about the hazards of controlled products at your workplace and how to control those hazards.	See Part I of the regulations, section 2(1)(eee) for the definition of 'train' Regulations; Part XXII, and regulations 318(4) and 318(6)

Key requirements you should know

(This is a partial list. See the legislation for the specific requirements for your business.)

What to do	Summary	Legislation
• precautions for certain substances	Train your workers on the safe use of hazardous substances.	Regulations; Parts XXI, XXII and regulation 304
• personal protective equipment	Train workers to use personal protective equipment properly.	Regulations; Part VII and others applying to the work
• safe work practices	Train workers to use safe work procedures (such as safe lifting techniques, procedures to use when in hazardous areas, and how to store materials safely).	Regulations; Part VI and others applying to the work
• emergency procedures	Train workers on emergency procedures.	Regulations, Part V and others applying to the work
• safe use of tools, equipment, and machinery	Train workers in the proper use of tools, equipment, and machinery (such as chains saws, forklifts, and metal working equipment).	Various regulations applying to the work
9. Inspect your workplace regularly and maintain the technologies of production.	Have competent people regularly check and maintain your machinery, tools, equipment, vehicles, and so forth. Make sure your building is structurally sound.	Regulations 23 and 25
10. Protect workers working alone or in isolated places of employment.	Assess the risks of harm to any of your workers who must work alone or in isolated places of employment. Develop and implement policies and procedures to control those risks. See page 10 for more information.	Regulation 35
11. Provide first aid.	Provide adequate first aid supplies, equipment, and trained first aiders.	Part V of the regulations
12. Plan for emergencies.	Identify all possible emergencies and develop response plans. Set up a system to care for injured workers and transport them to a medical facility.	Various regulations applying to the work performed
13. Provide a clean workplace. Examples:	Clean and wash the walls, floors, washrooms, and so forth regularly. Handle garbage safely and remove it regularly.	Regulation 64
• Provide adequate general ventilation.	Provide adequate ventilation with fresh, tempered outside air. Make sure your ventilation system gets rid of contaminants or dilutes them until they are harmless.	Regulation 65
• Provide adequate ventilation for all work areas and parts of your workplace to protect workers from contaminants given off by the work.	Provide ventilation systems that will handle any contaminants given off by the work. Have competent people clean and maintain your ventilation systems regularly.	Regulations 66 and 67
• Provide adequate lighting.	Meet or exceed the lighting levels set out in the regulation. Use task lights for work requiring attention to detail. Control glare and unwanted light.	Regulation 69
• Protect workers from excessive heat or cold.	Provide thermal conditions (heat, humidity, and airflow) that are appropriate for the work. Monitor the conditions. If your heating and cooling system can't protect workers, use temporary measures (heaters, fans, work rotation, and so forth).	Regulation 70
• Provide enough toilets and sanitary supplies.	Provide and maintain enough clean toilets and sanitary supplies for the number of workers you have. Meet the requirements set out in Table 13 of the Appendix to the regulations.	Regulation 71 and Table 13 of the Appendix

Key requirements you should know

(This is a partial list. See the legislation for the specific requirements for your business.)

What to do	Summary	Legislation
• Provide suitable personal washing facilities.	Provide enough clean, ventilated, and properly maintained washing facilities that have hot and cold running water.	Regulation 72
• Provide work clothing and change facilities.	For dirty work, provide change facilities, work clothing, and showers.	Regulations 73 and 74
• Provide separate eating areas.	If your workers' food could be contaminated by the job, provide a separate eating area and keep it clean. For dirty work, provide a site that is separate from the work and close to washing facilities.	Regulation 75
• Provide adequate drinking water.	If you can't provide enough piped in drinking water, provide potable water in containers, and so forth.	Regulation 76
14. Protect workers from second hand tobacco smoke.	Restrict smoking to designated areas, or ban smoking in the workplace. See the regulation for information on smoking in institutions and public places.	Regulation 77
15. Protect workers from back injuries and other lifting hazards.	Whenever reasonably practicable, provide lifting equipment to reduce the need for manual lifts. If equipment can't be used, take other measures (redesign, substitution, smaller loads, easier to handle or better-shaped loads, and so forth).	Regulation 78
16. Protect workers from repetitive strain injuries, visually and physically demanding tasks, and other ergonomic hazards.	Workers can be hurt by the repetitive motions associated with computer work, meatpacking, repetitive lifting, vibrating tools, and so forth. Develop a system to identify potentially hazardous tasks and control the risks of harm.	Regulation 81 and 83
17. Protect shift workers.	Assess the hazards of shift work at your workplace, inform workers about the hazards, and help them to control the risk of harm.	Regulation 82
18. Protect workers exposed to infectious materials/organisms.	Develop a written plan to protect workers who are exposed to biohazards. Make your plan meet regulatory requirements.	Regulation 85
19. Protect workers from noise.	If you have to raise your voice to be heard at normal conversational distances, then you have a noise problem. Ensure that a competent person evaluates workplace noise levels. Identify noise hazards and protect workers from them.	Regulations; Part VIII
20. Protect workers from falling.	Where a worker could fall and be injured, install protective devices and/or require workers to use safe work practices and fall-arresting equipment.	Regulations, Part IX, regulations 115-127
21. Protect workers from falling objects.	Use protective devices (such as toeboards on scaffolds), and safe work procedures (such as good housekeeping), to prevent falling objects from striking workers. Ensure workers use approved head protection to reduce the severity of injury.	Regulations 91, 92, 120, and 129
22. Protect workers from machinery hazards.	Identify hazards. Develop safe work procedures and strict dress codes (such as no dangling jewelry). Guard contact points. Develop lock-out procedures. Train workers. Inspect and maintain machinery regularly.	Regulations; Part X
23. Protect workers from mobile equipment.	Train operators and workers working around equipment. Inspect and maintain equipment regularly. Ensure safety devices meet requirements. Develop safe work practices.	Regulations, Part XI
24. Protect workers from confined space hazards. Develop an entry plan.	Consult your committee and develop a written plan to protect workers who must work in confined spaces. Requirements for the confined space entry plan are set out in the regulations.	Regulations; Part XVIII, and regulation 272

Key requirements you should know

(This is a partial list. See the legislation for the specific requirements for your business.)

What to do	Summary	Legislation
25. Develop plans to control hazards from chemical and biological substances.	Maintain an inventory of chemical and biological substances that may harm workers when handled, stored, produced, or disposed of at the place of employment. Obtain hazard information about these substances. Reduce workplace contamination and prevent exposure to any extent that could be harmful. Use the information to develop and implement safe work procedures and processes. Use the information to train workers about hazards and how to use required work procedures and processes.	Regulations; Parts XXI and XXII, and regulation 303
26. Make MSDSs available to your workers.	Ensure that up to date (less than three years old) copies of all material safety data sheets required under WHMIS are readily available to your workers. Make sure your workers understand the information on MSDSs.	Regulations; Part XXII, and regulation 327
27. Protect workers from accumulations, spills, and leaks of chemical and biological substances.	If there could be an accumulation, spill, or leak of a hazardous chemical or biological substance at your workplace, develop written emergency procedures to implement if an accumulation, spill, or leak happens. Ensure that competent persons, equipment, supplies, and personal protective equipment are available for the prompt, safe, and effective containment, neutralizing, and decontamination of any accumulation, spill, or leak. Train each of your workers to implement any of the emergency procedures.	Regulations; Part XXI, and regulation 310.
28. Develop an asbestos control plan to protect workers from asbestos.	If your workplace has asbestos, develop an asbestos control plan to protect your workers from asbestos hazards.	Regulations; Part XXIII, and regulation 337
29. Investigate and report accidents causing serious bodily harm.	Investigate reportable accidents and prepare a report. The report's contents and distribution list are specified in the regulations.	Regulations; Part II; and regulations 8 and 29
30. Don't disturb the scene of a fatal accident.	Don't disturb the site of a fatal accident (except to relieve human suffering) until an occupational health officer investigates the accident.	Regulation 30
31. Investigate and report dangerous occurrences.	You must report dangerous occurrences that could have injured a worker to the OH&S Division. Investigate dangerous occurrences and prepare a report containing the information required in the regulation.	Regulations 9 and 31
32. Allow your workers to talk to occupational health officers.	Provide paid work time for a worker to accompany an occupational health officer inspecting the workplace (if the officer requests it), and discuss health and safety concerns with workers.	Regulation 20
33. Investigate and resolve refusals to work.	Work with your occupational health committee and the refusing worker to resolve the issue. Follow the procedures described in the *Occupational Health Committee Manual*. If you can't resolve the refusal, contact an occupational health officer.	Act; Part IV and section 23
34. Don't take *discriminatory action*.	Don't take discriminatory action against a refusing worker, against a committee member, representative, or worker because that person carries out duties under the legislation or uses rights provided by the legislation.	Act; Part IV; section 27
35. Don't employ underage workers.	Don't employ them in any businesses listed in the regulation.	Regulation 14
36. Appeals	You or any of your workers have a right to appeal a decision of an occupational health officer. You may not take discriminatory action against a worker because of an appeal.	Act; Part VIII

Resources

- Sample worker orientation checklist
- Sample inspection checklist

Introduction

Several commercial websites sell inspection checklists and inspection report forms. Many non-profit organizations include them in their publications. For an example, see the U.S. National Safety Council's website at: www.nsc.org.

The Canadian Centre for Occupational Health and Safety (CCOHS) provides information to help employers, employees, health and safety committees, and others develop workplace health and safety checklists. The Centre's website contains inspection checklists for several industries, technologies, and hazards. Use the CCOHS' search engine to find the type of checklist you need. Try these CCOHS web addresses:

- http://www.ccohs.ca/oshanswers
- www.ccohs.ca/products/subjects/program.html

If you are in the food industry and are looking for inspection checklists, the Canadian Food Inspection Agency *Food Safety Enhancement Program* website has several checklists that may help. Check out their website at: www.cfia-acia.agr.ca.

Here are some other sites to check out:

- Office of the Queen's Printer (Saskatchewan Justice) at: 1st Floor, 1871 Smith Street, Regina SK S4P 3V7. Phone: (306) 787-6894, or toll free in SK 1-800-226-7302; Fax: (306) 787-9779. Website: http://www.qp.justice.gov.sk.ca
- Saskatchewan Labour homepage (you can download our publications over the net): http://www.labour.gov.sk.ca
- Saskatchewan Workers' Compensation Board homepage: http://www.wcbsask.com

Sample worker orientation checklist

Name of worker: _____

Date hired: _____ Supervisor: _____

Date of orientation: _____

Signature of worker: Signature of supervisor:

Topics covered?	Yes	No	Additional information covered
Hazards in the workplace and in the worker's job and how to deal with those hazards			List hazards covered here:
What to do and who to see if they have a health and safety concern			Summarize procedure covered here:
Workplace requirements, including any health and safety procedures, plans, policies, and programs			List policies, plans, and programs covered here:
Safe work procedures			List safe work procedures here:
The use and limitations of any personal protective equipment (PPE) they must use			List any required PPE discussed here:
Location of fire exits and fire extinguishers			Summarize procedures for use here:
What to do if there is a fire or other emergency			Summarize procedure discussed here:
Location of first aid station			Summarize procedure here:
What to do if they need first aid			
Any prohibited or restricted areas, tools, equipment, and machinery			List here:
WHMIS			
Location of MSDSs			
Name(s) of OHC members/rep:			
The worker's rights to know, participate, and refuse			Location of procedures worker is to follow for refusals:

Area(s) inspected:
Date and time:
Person(s) inspecting:

Sample inspection checklist			OK	
Item	**Location**	**Condition**	**Yes**	**No**
Exits and entrances				
1. Evacuation routes clearly marked?				
2. Exit signs lit?				
3. Entrances clear and unblocked?				
4. Entrance stairs free of ice?				
5. Entrances well lit?				
Floors, tiles, and carpets				
1. Is carpeting clean and tight?				
2. Are floors clean and do they provide a good grip?				
3. Is flashing on carpets and stair tiles in good condition?				
4. Are floors free of obstructions and tripping hazards?				
5. Are areas that are more slippery than others clearly marked?				
6. Are carpets free of glue and other odours?				
Stairs and aisles				
1. Are aisles kept free of obstructions?				
2. Are they well lit?				
3. Are markings clear and visible?				
4. Are areas that are more slippery than others clearly marked?				
5. Are blind corners clearly marked?				
6. Are mirrors in place at blind corners so people can see oncoming traffic?				
7. Are mirrors intact, clean, and visible?				
8. Are aisles wide enough (at least one metre) for traffic?				
9. Is emergency lighting maintained?				
10. Are stair handrails in good condition and firmly attached?				
11. Is stair lighting in good condition?				
12. Are stair exits secured after hours?				

Sample inspection checklist (...continued)			OK	
Item	**Location**	**Condition**	**Yes**	**No**
Walls				
1. Are signs, bulletin boards, and fixtures firmly fastened?				
2. Are walls clean?				
Ladders and stock scaffolds				
1. Are ladders regularly inspected?				
2. Are they in good condition?				
3. Are workers trained to use them?				
4. Workers trained to use scaffolds?				
5. Scaffolds inspected before use?				
4. Scaffolds regularly maintained?				
5. Wheels locked when in use?				
6. Guardrails and handrails attached?				
Lighting				
1. Is lighting adequate in all areas?				
2. Is glare and contrast minimized?				
3. Is task lighting provided in areas of low light or high glare?				
4. Are windows covered with blinds, drapes, or other light control devices that workers can access?				
5. Does work area emergency lighting work and is it adequate?				
Storage				
1. Are items stored on shelves properly?				
2. Are heavy objects stored on the bottom shelves or on the floor under shelves and not on top shelves?				
3. Does storage and work design minimize manual lifting?				
4. Is lifting/moving equipment used whenever possible instead of manual lifts?				
5. Is lifting/moving equipment available when needed?				
6. Are workers trained to use it?				
7. Are floors around shelves clear?				
8. Are racks and shelves maintained?				
9. Are floors dry and clean?				
Electrical				
1. Plugs, cords, and sockets in good condition?				
2. Plug-ins where they are needed?				

Sample inspection checklist (...continued)			OK	
Item	**Location**	**Condition**	**Yes**	**No**
3. Extension cord use minimized?				
4. Access to plugs and sockets clear?				
5. Are cords secured?				
6. Are proper cords and plugs used?				
7. Are electrical tools in good repair?				
Equipment and machinery				
1. Well maintained?				
2. Inspected before each use?				
3. Workers trained to use properly?				
4. Lock out procedures in place?				
5. Safe work procedures used?				
6. Emergency stops clearly marked and working properly?				
7. Guards and safety devices maintained and working properly?				
8. Workspace adequate?				
9. Enough workspace?				
10. Noise controlled?				
11. Fumes and exhaust controlled?				
12. Lighting adequate in all areas?				
Chairs				
1. Ergonomic chairs for all work requiring repetitive motions?				
2. Chairs suitable for each worker?				
3. Chairs readily adjustable?				
4. Properly adjusted by workers?				
5. Workers trained to use?				
6. Maintained and kept clean?				
Computers				
1. Ergonomic workstations used?				
2. Properly adjusted?				
3. Suitably lit?				
4. Screen image stable and clearly visible?				
5. Workers trained to adjust?				
Fire safety				
1. Fire extinguishers/hoses maintained and tested this year?				
2. Fire extinguishers on walls visible and clearly marked?				
3. Workers trained to use?				
4. Refresher training given?				
5. Emergency routes clearly marked?				
6. Emergency exits clear?				

Sample inspection checklist (...continued)			OK	
Item	**Location**	**Condition**	**Yes**	**No**
7. Combustibles stored properly?				
8. Chemical and biological substances stored properly?				
9. Fire drills held every six months?				
10. Emergency numbers and fire marshals clearly identified?				
11. Electrical devices of staff in good condition?				
12. Will space heaters shut off if tipped over?				
13. Alarms maintained and tested this year?				
First aid				
1. Are first aid kits checked every month?				
2. Are they clearly marked and readily available?				
3. Do workers know where to go and who to see if they need first aid?				
4. Are the certificates of our first aiders kept valid?				
5. Is the number of the local ambulance/emergency response agency clearly visible?				
6. Are WCB and accident forms readily available?				
Garbage				
1. Workers trained to safely handle garbage?				
2. Bins at suitable points?				
3. Bins kept away from air intakes?				
4. Bins secured?				
5. Flammables kept in proper bins?				
6. Bins emptied each week?				
Hazardous materials				
1. Workers trained in WHMIS?				
2. MSDSs readily available?				
3. Container markings suitable, clear and visible?				
4. Safe work procedures used?				
5. Materials safely disposed of?				
Work environment				
1. Air quality good?				

Sample inspection checklist			OK	
Item	Location	Condition (continued)	Yes	No
2. General ventilation checked each year?				
3. Local ventilation systems maintained this year?				
4. Workers protected from drafts and sudden increases or decreases in temperature?				
5. Workers protected from excessive noise?				
Parking				
1. Lot kept free of ice and snow?				
2. Well lit?				
3. Workers encouraged to use buddy system when accessing after hours?				
4. Speed limit posted?				
Personal protective equipment				
1. Workers trained to use?				
2. Workers know limitations of use?				
3. Workers know how to dispose of?				
4. Kept maintained and cleaned?				
5. Workers know where to obtain?				
6. Replaced as required?				
Other				